

## Agency Federal Assistance Certification

### 95.20.80.c Agency Federal Assistance Certification

**I certify that, to the best of my knowledge, the following statements are true:**

1. We have identified and reported in this federal year-end disclosure process all expenditures, direct or indirect, financial or nonfinancial, made during the report period for all awards provided by federal agencies either directly or indirectly. This expenditure information includes awards in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.
2. We have complied with the requirements of Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.
3. We have complied with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal programs.
4. We have established and maintained effective internal control over compliance for federal programs that provides reasonable assurance that our agency or institution is managing federal awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on those programs.
5. We have identified and disclosed to the auditor:
  - a. The requirements of laws, regulations and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each federal program.
  - b. All amounts questioned and any known noncompliance with the requirements of federal awards, including the results of other audits or program reviews, which could have a material effect on a major federal assistance program.
6. We have complied, in all material respects, with the compliance requirements in connection with our federal awards except as disclosed to the auditor or documented in writing during the reporting process. Any interpretations of compliance requirements that have varying interpretations have been provided.
7. We have made available all contracts and grant agreements (including amendments, if any) and any correspondence that have taken place with federal agencies or pass-through entities and are related to our federal programs.
8. If applicable, we have disclosed all contracts or agreements with service providing organizations and have disclosed to the auditor all communications from such organizations relating to noncompliance at the service organization.

9. We have made available all documentation related to compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements, and:
- a. Such financial reports and claims are supported by the books and records from which the basic financial statements have been prepared and are prepared on a basis consistent with that information being provided for inclusion on the state schedule of expenditures of federal awards.
  - b. The copies of federal program financial reports provided to the auditor are true copies of the reports submitted, or electronically submitted, to the federal agency or pass-through entity, as applicable.
10. If applicable, we have monitored subrecipients to determine they have expended pass-through assistance in accordance with applicable laws and regulations and have met the requirements of Circular A-133 and have:
- a. Issued management decisions on a timely basis after the receipt of subrecipients' auditor's reports that identified noncompliance with laws, regulations or the provisions of contracts or grant agreements, and have ensured that subrecipients have taken the appropriate and timely corrective action on findings, and
  - b. Considered the results of subrecipient audits and have made any necessary adjustments to our own books and records.
11. To the best of our knowledge, no exceptions to the above certifications have occurred subsequent to June 30, 2004, and through the date of this certification.

**NOTE: Any exceptions to the above certifications are attached with a narrative detailing the variance(s) and our proposed or completed corrective actions.**

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Printed Name and Title of Agency Head	Signature	Date
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Printed Name and Title of Chief Financial Officer	Signature	Date
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Agency Code and Title
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